



City of San Antonio
Development Services
Subdivision

Plat Approval Completeness Review

Applications submitted prior to June 4, 2001 will be subject to Plat Approval Completeness Review.
Applications submitted on June 4, 2001 and thereafter will be subject to the entire process.

FOR OFFICE USE ONLY		
Date Application Submitted:	Date Application Inventoried:	Date Applicant Notified:
Case Manager:	Certifying Agency: Development Services	<input type="checkbox"/> complete <input type="checkbox"/> incomplete

Plat I.D. #

Plat name:

Project Engineers / Surveyors or Firms Name:

Contact:

Phone #:

Fax # :

E: Mail

☐ Major

☐ Minor

☐ Amending

Note: All packages determined incomplete will be **destroyed** if not picked up within five (5) days of notice.

Completeness Inventory for Plat Approval

The subject application has been inventoried and the following items purporting to be the requisite information or items required for Plat Approval were submitted: (Amending, Development Plats, Major, Minor and or Replat)

THESE ITEMS HAVE NOT BEEN REVIEWED FOR VERACITY OR TECHNICAL ACCURACY.

* This column is for applicant's use ✓ item enclosed N/A Not Applicable	* Items attached	Staff Inven-tory	Items Missing	Comments (FOR OFFICIAL USE ONLY)
<u>Letters of Certification:</u>				
Development Services (Engineering , Legal, Trees, Subdivision, and Zoning)				
SAWS (sewer, water & Aquifer)				
City Public Service				
Parks & Recreation				
Planning				
<u>Request for Reviews:</u>				
Southwestern Bell				
Time Warner Cable System				
Respective County (Bexar, Comal, Guadalupe, etc.)				
Other: SADA SARA				
Asset Mgmt. Aviation BMWWD				
<u>Required items:</u>				
Blue line prints:				
Mylar's - Original & reproducible				
8 ½ X 11 reduction of plat proposal				
Performance agreement (if applicable)				
Variance request and response (if applicable)				
Tax certificates: City, County, School				
Legal document(s) (if applicable)				
Letter of Agent				
Plan approval Evidence (PUD, MDP, etc.)				
<u>Required items for mail out</u> (if applicable)				
Written notice of intent & fees				
List of names & addresses.				
One 8 ½ X 11 (Plat reduction)				
One full size copy of original plat				
Bexar Appraisal Map w/200' boundary shown				
<u>Vacating declaration</u> (if applicable)				
Vacating declaration form				
One full size copy of original plat				
Letter of agent (if applicable).				
Filing fees & recording fee				
<u>Amending plat</u>				
Full size copy of previous plat				
				Over – for additional Staff comments